



**OFFICE ASSISTANT (TYPING)
OFFICE TECHNICIAN (TYPING)
Permanent Full-Time
(8:00 a.m. to 5:00 p.m. Monday through Friday)**

Salary Range:

Office Assistant (T) Range L: \$2,073.00 - \$2,520.00

Office Assistant (T) Range M: \$2,248.00 - \$2,733.00

Office Technician (T) \$2,598.00 - \$3,157.00

Duties and level of supervision will be commensurate with the level of appointment.

Duties

Under the supervision of the Administrative Assistant II, this position will provide administrative support to the Executive Office, which includes, but is not limited to:

- Proofreading and finalizing office correspondence and legal documents; scheduling meetings; organizing and maintaining files; making travel arrangements and preparing travel expense claims; answering, directing and screening calls; retrieving and distributing mail; preparing express mail and standard office labels; assisting in the assembly of hearing binders; and assisting in the preparation of presentations, as well as special projects by the staff of the Executive Office.
- Back up the Administrative Assistant and the Resource Coordinator, which includes the duties mentioned above as well as covering the Executive Office in their absence.
- Provide assistance on an as-needed basis of workload demands throughout the bureau.

Desired Qualifications

- Strong organizational and communication skills.
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Ability to work overtime.
- Work with deadlines subject to frequent change and work well under pressure.
- Possess excellent attendance and punctuality record. Must be dependable and reliable.
- Knowledge of Windows-based Microsoft Word, Excel, Access and PowerPoint.
- Ability to communicate and work effectively with all levels of the organization, legislative staff and the public.

This position is excluded from collective bargaining.

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Kathleen Spencer
(916) 445-0255

Final Filing Date: Until Filled

Selection Process

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Those selected for an interview may be required to pass a typing and grammar test. Professional references may be requested of the applicants selected for interview.

Applicants from incumbents in comparable classifications will be considered. The appointment will be made in accordance with SROA policies and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.